

Harrison Soccer Booster Club

By-Laws

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Article I Quorum

A quorum is the minimum number of members required to be present at a meeting before it can validly proceed to transact business.

- A. A quorum of the Executive Committee is defined as 50% of the Executive Committee **plus** 1. Membership of the Executive Committee is defined in the Constitution.
- B. The Board of Directors quorum is fifty percent of Board members including at least three officers. Membership of the Board of Directors is defined in the Constitution.
- C. General Meetings – The Board of Directors’ Quorum **plus** 50% of voting membership. The voting membership is also defined in the Constitution.

Article II Meetings

Section 1

Meetings shall be held at Harrison High School unless otherwise notified.

Section 2

Meetings are open to all active members and only those members in attendance are entitled to vote. No proxy votes shall be entertained.

Section 3

All decisions requiring general membership approval shall be decided by a simple majority vote of those members present, provided no other requirement exists.

Section 4

General membership meetings should be held regularly on the last Monday of the month during the school year. Special meetings may be called by Executive Committee provided the general membership is provided one weeks notification.

The Board of Directors shall convene concurrent with the general membership meeting.

Section 5

Special meetings may be called by the President(s), a majority of the Executive Committee, any soccer coach, the Principal or his/her designee. Only such business for which said special meeting was called shall be transacted at such meetings. Special meetings may be called by Executive Committee with one week’s notification of members.

Section 6

The procedural rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern conduct of meetings.

Article III Duties of Officers

Elected officers and their duties are as follows:

A. President(s)

The President shall have general supervision and management of all current affairs of this Club.

The President shall compile a preliminary budget with the assistance and approval of the Executive Committee and present the budget for approval to the General Membership.

The President shall preside at all meetings of the Club.

The President shall report on any matters that may be of importance to the Club.

The President shall carry out the decisions of the Executive Committee and shall appoint any special committee not otherwise provided for herein.

The President shall serve as an ex-officio member of all committees.

B. Vice-President(s)

Two Vice-Presidents shall be elected, one from the men's program and one from the women's program.

The Vice-President(s) shall perform the duties of President in his/her absence.

The Vice-President(s) shall undertake any duties assigned by the President, Executive Committee or Board of Directors.

The Vice-President(s) shall ensure that issues regarding the Men's and Women's programs are properly represented.

C. Secretary(s)

The Secretary shall record, report and maintain minutes of all meetings of the general membership, Board of Directors and Executive Committee.

The Secretary shall coordinate all correspondence and provide direction to Standing or special committees.

The Secretary shall maintain updated versions of the Constitution and By-Laws.

The Secretary shall appoint an assistant who will assume all secretarial duties in his/her absence.

D. Treasurer(s)

The Treasurer shall receive all funds of the Club.

The Treasurer shall keep a detailed account of all income and expenditures.

The Treasurer shall endorse, on behalf of the Club, all negotiable instruments received and deposit them in accounts designated by the Executive Committee.

The Treasurer shall make disbursements as directed by the Board of Directors, Executive Committee or President within the guidelines of the budget. Any disbursement of \$1,000 or greater will require two signatures.

The Treasurer shall report on the financial status of the Club at meetings of the general membership, Executive Committee or Board of Directors.

The Treasurer shall compile and execute any tax applications or returns as required by federal or state law.

The Treasurer shall commit all accounts and other records to the succeeding Treasurer.

The Treasurer shall perform other related duties as directed by the President.

Article IV Election of Officers

Section 1

Nominations - The President shall appoint a Nominating Committee at the general membership meeting in March. This committee shall be comprised of four general membership appointees, one from each team, head coaches from the Men's and Women's teams and the Principal or his/her designee. A Vice-President shall organize the first committee meeting and a chairperson shall be elected by the committee. The committee shall meet to compile a slate of officers, contact the candidates to ascertain their willingness to serve, and present the slate of officers at the general meeting in May. Other candidates may be nominated from the floor at that time.

Section 2

Elections - After nominations are closed, each candidate may speak for himself or allow another member to do so. A vote is taken by a show of hands. A majority vote is required for election. If more than two candidates are running for the same office and no majority vote is obtained, the candidate receiving the least number of votes shall be eliminated and the vote retaken. This procedure shall be repeated until a candidate has been elected. Those not elected may be nominated again for remaining positions. Elections will be held at general meeting in May.

Section 3

Installation - Newly elected officers shall be installed at the Awards banquet and shall assume all duties on the first of June. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties. Outgoing officers are responsible to turn over all records pertaining to the operation of the club at the end of their tenure.

Section 4

Resignation - Any officer may resign at any time in writing to the President(s), Vice-President(s) or Secretary of the Club. Unless otherwise requested in writing, the resignation shall be effective when tendered.

Section 5

Removal - Any officer may be removed upon recommendation from the Board of Directors or by a majority vote at a general membership meeting.

Section 6

Replacements - The President shall appoint, with the approval of the Executive Committee, individuals to complete unexpired terms of office.

Section 7

Term of Office - The term of office for all elected members shall be for one (1) year commencing with the first day of the club's Fiscal Year.

Article V

Standing Committees

The following Standing Committees shall be established:

A. Membership

The Membership Committee shall develop membership forms, implement and maintain a record system, coordinate membership drives, man membership tables at soccer functions, maintain a current membership roster and provide rosters as requested. The membership committee shall be represented by two people, one from the men's program and one from the women's program.

B. Communications

The Communications Committee shall contact members as requested by the President, provide notification to membership of meetings as requested by the President or Secretary, and notify members of any upcoming special events by e-mail, newsletter and/or calling post. The Communications Committee should also advise the school's media assignee of any newsworthy events or accomplishments and prepare a booster insert for use in the student newsletter.

C. Hospitality

The Hospitality Committee shall coordinate all booster sponsored banquet, senior night, and pot luck supper activities including supplies, food and personnel. Any other social activities shall be included.

D. Concessions

The Concessions Committee shall coordinate all supplies, equipment, food and personnel for the efficient operation of the concessions. The committee shall be represented by two people, one from the women's program and one from the men's program.

E. Fundraising

The Fundraising Committee shall be responsible for the planning, preparation and completion of any money raising projects and assist the President in any way possible.

Each committee shall prepare, maintain and update a record of its activities, with suggestions and or comments on the most efficient methods of operation.

Article VI Finances

Section 1

The fiscal year of the Harrison High School Soccer Booster Club shall begin on the first day of June.

Section 2

The President and Treasurer shall jointly negotiate and execute approved contracts on behalf of the Club.

Section 3

No loan shall be contracted on behalf of the Club unless duly authorized by the general membership.

Section 4

Annual dues shall be determined each year by the Board of Directors.